



## EMBASSY OF THE UNITED STATES OF AMERICA COLOMBO, SRI LANKA

### **INSTRUCTIONS FOR EMPLOYMENT BASED IMMIGRANT VISA APPLICANTS**

#### **Step 1:**

Please upload the following documents to the CEAC (Consular Electronic Application Center – Immigrant/Diversity Visa portal) **<https://ceac.state.gov/IV/Login.aspx>**

**1. Civil Documents (Following should be uploaded under each applicant's name)**

- Original Birth Certificate and translations
- Original Marriage Certificate and translations
- (If applicable) Original Divorce Certificate-Decree Absolute Certificate and translations
- (If applicable) Original Death Certificate and translations

2. Employment contract / offer letter from the prospective Employer (Upload this under case level)

**3. Police and other Clearance Certificates** – Applicants aged 16 years and older must present police clearance certificates from the Police Head Quarters in Colombo, Sri Lanka.

Submit your application for Police clearance certificate at the Police headquarters – 31, Olcott Mawatha, Pettah, Colombo 12 (Police Welfare Building at the Police headquarters) with the following documents:

- Photocopy of National ID card.
  - Women, who use their husband's family name, must submit a copy of the marriage certificate and an affidavit stating the maiden name and the name after the marriage.
- Photocopy of Birth Certificate.
- Photocopy of passport.
- A fee of Sri Lankan Rupees 500/-

Embassy requires a Police clearance report that covers from the age of 16. While filling the application, you may request for a clearance "from birth". The clearance certificate will be mailed to your address by registered post in approximately 3-4 weeks. Download the application form for the police clearance certificate. (<http://www.police.lk/divisions/clearance.asp>). Application forms are available at the police headquarters.

- **Other Country Police Clearance certificates** – Applicants aged 16 years and older must also present police clearance certificates from other countries where they have lived for more than year after reaching the age of 16. State Department's website on country specific information on police clearances. <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>
- **Court and Prison Records** – Applicants who have been arrested, charged or convicted of a crime must present copies or transcripts of court and /or prison records relating to the crime or offense.
- **Military records** – Applicants who have served in the military or police should present should present records of their military service records.

#### **Step 2:**

**1. Medical Examination reports** – These are provided by the panel physician after you have completed your medical examination and vaccinations. Please contact one of the following physicians and obtain the medical reports before your interview. Physicians will upload the reports directly.

**Panel Physicians:**

Dr. Natasha Peiris / Dr. Nimal Herat-Gunaratne  
Asiri Surgical Hospital Ltd.

21, Kirimandala Mawatha  
Colombo 05  
Telephone No: 011-4524400, 011-4542818, 011-4542819  
Email: natasha@asiri.lk  
Email: [nimalq2001@yahoo.com](mailto:nimalq2001@yahoo.com)

### **Step 3: Bring the following on your visa appointment date:**

1. Complete the DS-260 form online. <https://ceac.state.gov/ceac/> and bring the confirmation receipt page
2. Passport Valid for six months or more from date of travel to the U.S.
3. Two 2" x 2" front view, light background and color photograph without covering any part of the face
4. Original Civil documents
  - Original Birth Certificate and translations
  - Original Marriage Certificate and translations
  - (If applicable) Original Divorce Certificate-Decree Absolute Certificate and translations
  - (If applicable) Original Death Certificate and translations
5. Original Employment contract / offer letter from the prospective Employer
6. Original police clearances and court, military documents (if applicable)
- 7. Fee** – (Required only if the payment has not been made to NVC) \$325- or Sri Lankan Rs. 66,625/-. Please bring either US dollars or Sri Lankan rupees, please bring change and some extra notes, our cashiers do not accept mutilated or damages notes.

#### **Additional note:**

Sri Lankan names are often much longer than Western names. It is extremely important that all names on your birth certificate, petition and passport are in the same order and spelled the same. If there is a discrepancy, it must be rectified prior to your interview date.

In the case of minor children (below 18 years of age at the time of interview) of divorced parents, it is necessary that either the non-immigrating parent present himself/herself to grant his/her consent by signing an affidavit in the presence of the interviewing officer or that the immigrating parent present a court document granting the one parent sole custody & the withdrawal of visitations rights of the other parent.